

This handout is intended to give you an overview of the manager's access within the league's new website. Each of you should have received an email with your team password. Additional reminder emails will be sent shortly. Another email will be sent to all of the league parents giving them the password for their individual team. Certain information will only be visible to team members, but we are still working on the details of what information will be restricted.

When you go to the site's home page, there are tabs across the top row with link to various pieces of information. The tabs are shown below and you are invited to browse these areas and provide us with your feedback. These tabs are visible from every page within the site.



Each of the tabs pulls down to display additional options as shown to the right. Under the general information tab, you will find coaching tips, the manager's manual (a user's manual regarding your use of the site), and coach bulletins under "Hey Coach". You can also provide feedback through this drop down menu.

To log in to your individual team page, you simply click on the padlock on the right end of the menu tabs shown above. That will bring up the log in screen as shown here:

The image shows a login form titled 'Restricted Area'. It has two input fields: 'Your Full Name:' and 'Password:', each with a corresponding text input box. Below the input fields are two buttons: 'Submit' and 'Reset'. The entire form is set against a light gray background.



You enter your own name and the password provided to you. All security on this site is linked to your password, not your username, so just enter your own name.

After you log in with your password, you will be brought to the Administrative Features page (shown below). Through this page you have direct links to the various tools available to you. Keep in mind, many of these tools are also available directly from your team page. The links include adding menu pages to your team site; posting a team bulletin; adding pictures and documents; scheduling events; and most importantly, emailing your team members! You will only have the ability to perform these functions specific to your team.

<b>Configuration</b>	<b>Messaging</b>	<b>Members</b>
<ul style="list-style-type: none"> <li>General Settings</li> <li>Appearance</li> <li>Home Page Components</li> <li>Horizontal Menu Tabs</li> <li>Vertical Menu Pages</li> <li>Billing Info / Payment</li> <li>Security / Passwords</li> <li>Merchant Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Home Page Marquee</li> <li>Welcome Message</li> <li>Home Page News</li> <li>Team Bulletins</li> <li>Coach Bulletins</li> <li>Officials Bulletins</li> <li>Exchange Item</li> <li>Email Members</li> </ul>	<ul style="list-style-type: none"> <li>Add Member</li> <li>Lookup Members</li> <li>Email Members</li> <li>Registration System</li> <li>Family Balances <b>NEW</b></li> <li>Impersonate Member</li> <li>Import Members</li> <li>Export Members</li> <li>Find Duplicates <b>NEW</b></li> </ul>
<b>Teams</b>	<b>Facilities</b>	<b>Scheduling</b>
<ul style="list-style-type: none"> <li>Seasons</li> <li>Divisions &amp; Teams</li> <li>Assign Rosters</li> <li><b>Post Team Bulletin</b></li> <li>Enter Game Results</li> <li>Team Registration</li> <li>Define Player Statistics</li> <li>Download Player Stats</li> </ul>	<ul style="list-style-type: none"> <li>Add New Facility</li> <li>List / Edit Facilities</li> <li>Close a Facility</li> <li>Facility Manager</li> <li>Facility Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Add Game or Practice</li> <li>Generate Schedule</li> <li>Recurring Games</li> <li>Master Calendar</li> <li>Add General Event(s)</li> <li>Event Maintenance</li> <li>Import Schedule</li> <li>Export Schedule</li> <li>Define Officials Rules</li> </ul>
<b>Tools</b>	<b>Miscellaneous</b>	<b>Support</b>
<ul style="list-style-type: none"> <li>Online Store</li> <li>Online Forms</li> <li>Polling</li> <li>Add Pictures</li> <li>Add Links Page</li> <li><b>Add Document Page</b></li> <li>Add Sponsors</li> <li>List Sponsors</li> <li>File Storage</li> </ul>	<ul style="list-style-type: none"> <li>What's New?</li> <li>Board Forum</li> <li>Web Statistics</li> <li>Visitor Log</li> <li>Email Log</li>   <li><b>Log Out</b></li> </ul>	<ul style="list-style-type: none"> <li>New Features <b>NEW</b></li> <li>Site Manual (Help)</li> <li>Manager's Manual</li> <li>Video Tutorials <b>NEW</b></li> <li>F.A.Q.</li> <li>Administrator's Forum</li> <li>Resources</li> <li>New Support Ticket</li> <li>Support Ticket List</li> </ul>

To get to your team's site directly, simply click on the Team tab at the top of on any page within the site. The first time you click on the Teams tab, you may need to select your division and team from the pull down menus shown below:



Once on your team page, you will have the ability to directly edit the news bulletin or add a new one. Within the bulletin, you can add any sort of a welcome message and you can even add pictures. (Copies of your postings and email messages are sent to the webmaster.)

Through the pull down menu on the Teams tab, you can access other information about your team, as shown to the right. If you go to your roster page, you will see your full roster, with your team name shown at the top, similar to that shown below. Just under the team name are links to view the page link (for pasting in emails), print your roster, or email your team.



You can also enter events for your team. You need to enter start date and time and end date and time. Then simply a title and description of the event or other details, such as location.

**Event Information**

**Start:**  at:   
**End:**  at:

**Title:**

**Description:**   
 [Rich Text Editor toolbar]  
 [Formatting toolbar: Source, Styles, Font, Size]

**Applies To:**   
 Majors  
 Joseph Michael Division  
 Ronald Vaughan Division  
 AAA - Minors  
 Joseph Michael Division  
 Ronald Vaughan Division  
 AA - Farm  
**EJM Enterprises**  
 Instructional  
 Tee Ball

**Recurrence:**

**Every:**  Weeks

**Or:** Select  Sunday  of the month

**Stop After:**  Occurrences or By:

**Buttons:** Submit, Reset

If it's a recurring event, you can choose the recurrence feature at the bottom, but be sure to enter an end date or limit the number of occurrences or the recurrence won't work. Once you've created a series of recurring events, any edits will need to be made to each occurrence.

Have fun with the website, but most importantly have fun with your team! We hope this website makes your job easier this season and allows better communication with your team. If you have trouble, please refer to the Manager's Manual. (You may need to log out from your team password to access the manager's manual.) If you aren't able to find a solution, please contact the webmaster at [webmaster@middleborolittleleague.com](mailto:webmaster@middleborolittleleague.com).

Thank you for helping to make our league better!